

STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		Policy Number	Applicability
		IO-SE-23	<input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code	Iowa Code Reference
		Confidential	142.1, 331.802, 904.508
Chapter 3	Sub Chapter	Related DOC Policies	Administrative Code Reference
INSTITUTIONAL OPERATIONS	SAFETY AND EMERGENCY	AD-GA-06	645-100
Subject		ACA Standards	Responsibility
NOTIFICATION OF DEATH		4-4425 4-4395	Fred Scaletta Dr. Harbans Deol
		Effective Date	Authority
		July 2015	Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To outline the procedures that will be used by the Iowa Department of Corrections (IDOC) staff to notify relevant officials and others upon the death of an offender.

II. POLICY

It is the policy of the IDOC to notify all appropriate authorities and public regarding the death of an offender assigned to one of its institutions. This policy shall be available to authorized staff and reviewed and updated annually.

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III. DEFINITIONS - See IDOC Policy **AD-GA-16** for Definitions.

IV. PROCEDURES

A. Notification Procedures

1. When the death of an offender is imminent, the following staff will be notified immediately:
 - a. Institution duty officer or designee shall notify the following staff:
 - b. Institution Medical staff, including physician
 - c. IDOC Medical Director
 - d. Warden/Superintendent
 - e. IDOC duty officer (The IDOC duty officer shall notify the Director, Governor's Office, area Division of Criminal Investigation (DCI) and other appropriate persons when imminent death is not the result of natural causes. This shall be followed with forms **IO-SE-23 F-1, AD-GA-06 F-1, AD-GA-06 F-2, AD-GA-06 F-3** from IDOC policy **AD-GA-06**, Reporting of Critical Incidents.)
 - f. Regional Deputy Director
 - g. IDOC Media Director
 - h. Chaplain or designee when on duty or it is determined the situation calls for the Chaplain to report to work

- i. Emergency contact of the offender
2. When the death of an offender is verified, all of the above and the following will immediately be contacted:
 - a. County medical examiner
 - b. Person designated by offender. If the emergency contact is not available, other family members may be notified. The name of the deceased offender must not be revealed to the media until the immediate family is notified or until all reasonable efforts to communicate have been exhausted **(4-4395)**
 - c. All registered Victims

B. Supervision of Bodies

[REDACTED]

2. The names and "watch times" of all persons providing this service (chain of evidence) will be appropriately documented on the Offender Death Record **(IO-SE-23 F-1)**.

C. Involvement of Other Agencies

1. The county medical examiner shall be contacted by the Warden/ Superintendent or designee. The county medical examiner shall have initial jurisdiction when death of an offender occurs.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. Autopsies may be conducted by the State Medical Examiner at University of Iowa Hospitals & Clinics (UIHC) for deaths that occur at UIHC or Iowa Medical Classification Center (IMCC). All other institutional offender death autopsies shall be performed by the State Medical Examiner at the Ankeny, Iowa facility.

[REDACTED]

[REDACTED] The institution must use the services of a local funeral home or ambulance service to transport the body. The institution is responsible for costs associated with transportation of the body. A staff member does not need to accompany the body to the funeral home or the State Medical Examiner's Office once it leaves the institution.

[REDACTED]

D. Disposition of Body

1. If the immediate family, other relative, legal representative, or friend does not wish to claim the body, upon authorization of the Medical Examiner, the University of Iowa Medical Research Center and the Iowa Department of Public Health will be contacted to determine if the body would be accepted for donation. In all cases, whether the body is accepted or not accepted, institutional staff shall document the

contact and include date, time, and person contacted, as well as a summary of the conversation and any reasons for not accepting the body.

2. If the body is accepted for donation, the institution may have it transported, with approval of the medical examiner, with instructions to bill the institution of assignment for transportation costs.
3. If the offender or his family expresses a desire for burial, the expense associated with the burial shall be incurred by the person(s) claiming the body.
4. If the offender's family or other designated person does not request opportunity to bury or cremate the body, and
5. If there is objection to the donation of the body for scientific purposes, the body shall be cremated and the cost incurred at institution expense. The institution will furnish the cremated remains to the offender's family, if requested.
6. If not provided to the offender's family, the cremated remains shall be interred in an institution cemetery or institution-owned cemetery plot.

E. Property



2. The Warden/Superintendent or designee shall ensure release of the property to the offender's designated emergency contact person in accordance with Code of Iowa Chapter 904.508, unless property is considered evidence or a biohazard risk (blood etc.).
3. All medications shall be returned to the pharmacy and properly disposed.

F. Records

1. The reporting institution shall request a copy of the death certificate from the county recorder's office.
2. The Offender Death Record **(IO-SE-23 F-1)** shall be placed in the deceased offender's death review file.
3. Offender will be removed from count once death is verified.

G. Interstate Compact/Federal Detainees

1. The death of an interstate corrections compact offender shall be immediately reported to the IDOC Compact Administrator, Offender Services. The IDOC Compact Administrator shall coordinate the notification and the necessary arrangements with the sending state. The state having authority shall provide instructions as to the disposition of the body.
2. In the event of the death of a federal detainee, the Warden/Superintendent or designee shall notify local federal authorities as soon as possible for instructions. Federal authorities may communicate any necessary instructions and arrangements with the Warden/Superintendent or designee.

H. Offender Death Review Committee

1. Offender Death Review Committee Members:

The Offender Death Review Committee shall be chaired by the IDOC Medical Director. Participating staff may include;

- a. The Warden/Superintendent
- b. The facility primary physician
- c. The nursing supervisor
- d. Associate Warden/Security
- e. Physician and/or psychiatrist from UIHC
- f. Other staff/representatives as requested by IDOC Medical Director.

2. Responsibilities

The Death Review Committee will follow the agenda outlined below.

- a. Presentation of the case
 - i. Past medical history
 - ii. Presentation of recent illness
 - iii. Medications
 - iv. Procedures
 - v. Laboratory results
- b. Cause of death
- c. Pathological findings; if a written autopsy is unavailable, a verbal report may be presented

[REDACTED]

- e. Case discussion
- f. Risk Management
- g. Summary and Recommendations
- h. Recommendations for remedial action
- i. Program for re-evaluation of remedial action in ninety days

- 3. The report will be marked "confidential."

[REDACTED]

- 5. A copy of the report will be forwarded to the IDOC Director.

Replaces: AD-I-11, SE-IV-21, AD-IS-03

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